

PRINT AND HANDOFF

Print the minimum. Verify the rest on screen.

No quantity is stated until attendee headcount is confirmed

Artifact	Give to	Format
Employee setup guide v7	Every beginner employee	PDF or printed copy
Setup Helper card v7	Every table / recovery helper	Printed card or PDF
Role mission workbook v8	Every employee	One clean copy
Universal homework pack	Anyone without a named homework page	Digital only; includes starters
Advanced guide v6	Stay-back volunteers only	Hold until advanced slide 4
Facilitator runbook v9	Facilitator only	Do not distribute as employee homework

- [] All printed versions say public kit v1.5.1.
- [] The public release URL is correct.
- [] The Setup Helper prompt is complete and unchanged.
- [] The beginner pages contain no Terminal, PowerShell, Command Prompt, Python, CLI or typed-command requirement.
- [] Daily Email and Full Drive are marked REQUIRED; TEST 25 is setup only; LinkedIn is OPTIONAL.
- [] Email asks for the employee's local time and does not silently change permanent Gmail filters.
- [] LinkedIn proves task-scoped local Computer control and YOUR TURN ON LINKEDIN; all LinkedIn access and sending remain employee-only.
- [] No Computer or Chrome control remains active when LinkedIn appears.
- [] No page implies that staff need a public-repo collaborator seat.
- [] No private project name is presented as public distribution.
- [] The update check is read-only; UPDATE NOW is required; Fetch/Pull is not described as lifecycle update.

ROOM GATE

Do not start until these are visible.

One failed item pauses the affected path

- [] Deck v16 and its speaker notes open.
- [] Advanced deck v8 is closed until the optional clinic.
- [] The checked public v1.5.1 kit and an offline copy are available.
- [] Mac and Windows folder selection have been tested.
- [] Named private invitations exist only for assigned people.
- [] Gmail and Drive connection ownership is clear.
- [] The three-worker go-live readback is ready and does not treat installed or connected as completion.
- [] Setup Helper blocker routing names Ambuj or Abilash.
- [] Proof-collection folder is ready and does not contain passwords or one-time codes.

SHIP GATE

No deck, guide or homework pack is handed to employees until presentation, document, beginner, homework and Monitor vetting all pass.